**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY**
NATIONAL VEHICLE AND FUEL EMISSIONS LABORATORY
2565 PLYMOUTH ROAD
ANN ARBOR, MICHIGAN 48105-2498

OFFICE OF
AIR AND RADIATION

November 25, 2003 CCD-03-11 (ICI)

Dear Independent Commercial Importer:

Subject: Guidance for Certification, Fuel Economy and Final Entry of ICI Vehicles

This letter provides compliance assistance information to Independent Commercial Importers (ICIs). Previously, EPA provided guidance to ICIs to clarify the applicable ICI regulations and to explain EPA policy concerning these regulations[1]. EPA remains concerned that some ICIs may not be following some of the applicable regulations and EPA policy on these requirements.

Enclosure I to this letter is a supplement to previously issued guidance and is intended to clarify several requirements and EPA policy. EPA is requesting that ICIs begin complying with these regulations and procedures immediately.

If you have any questions about this letter, please contact your certification team representative in our Ann Arbor, Michigan office. Alternatively, you may contact our ICI coordinator, Fred Hart of my staff at (734) 214-4877.

Sincerely,

Merrylin Zaw-Mon, Director
Certification and Compliance Division
Office of Transportation and Air Quality

Enclosures

[1]See EPA guidance letters CCD-02-04, February 6, 2002 and CCD-02-07, April 29, 2002, available at www.epa.gov/otaq/cert/dearmfr/dearmfr.htm.

# Enclosure I

## Certification Guidance

### 1. Email Address for Certificates:

EPA is currently emailing signed copies of certificates (in pdf format) to ICIs and manufacturers in order to expedite the certificate process. If you would like your certificates emailed, please send an email message to omscfeis@epa.gov with a cc: copy to your EPA team member. In your message, please indicate the email address where we should email certificates for your company.

### 2. Update on Fees Issues:

On August 7, 2002, EPA proposed an update to the current Motor Vehicle and Engine Compliance Program fees regulation for light-duty vehicles, light-duty trucks, heavy-duty vehicles/engines, nonroad engines and motorcycles; ref. 67 FR 51402 (August 7, 2002), available at http://www.epa.gov/otaq/proprule.htm. This Rule which is now being finalized is expected to be effective within the next several months and will change the existing fees and the fee payment process for ICIs. Prior to the effective date, EPA will send out a guidance letter containing implementation guidelines for the new fee requirements.

Until the new fee requirements are finalized, ICIs should continue using the current fee payment process. For example, ICIs should provide a cover letter when submitting fee waiver requests. The cover letter should provide 1) an itemized list of the number of estimated vehicles which will be covered by the certificate, 2) an estimate of the aggregate retail sales value of all vehicles projected to be covered under the applicable certificate (including modification and test vehicles) and 3) the basis for the estimate. In some cases, EPA will require ICIs to submit supporting evidence to justify the estimates. Additionally, ICIs are to include a completed copy of the latest fee filing form with their request. This form was updated on January 1, 2003, and is available at www.epa.gov/otaq/fees.htm.

As noted in EPA Guidance letter CCD-02-04, February 6, 2002, EPA remains concerned that many ICIs are not complying with the applicable fees regulations at 40 CFR Part 86, Subpart J, such as the fee waiver provisions at 40 CFR sections 86.908-01 and 86.908-93 and the prompt payment of past due fees owed under the fee waiver provisions. By this letter we are again requesting that ICIs make appropriate overdue fee payments to the U.S. Treasury immediately. Please contact us should you have any questions about the correct method for calculating fees.

We anticipate the next step will be a formal notice letter seeking the outstanding fees from ICIs. Any remaining debts owed after 30 days from the date the letter is mailed will be considered delinquent and will be further subject to the terms of 40 CFR Part 13, Subpart B. Such overdue debts may be subject to interest, penalties, administrative costs and reported to appropriate credit

reporting agencies.

**3. To Expedite EPA's Certification Review Process:**

In order to expedite EPA's certificate review time for passenger car and light-duty truck certificates, we are requesting that ICIs complete and sign the attached ICI Certificate Review Sheet, see Enclosure II. The review sheet is based on the ICI 18-step process which was discussed in the March 27, 2002 ICI workshop. Also see, EPA guidance letter CCD-02-07, April 29, 2002, which is available online at: www.epa.gov/otaq/cert/dearmfr/dearmfr.htm. Completion of the review sheet is optional, however, it will reduce EPA's turn around time to review ICI applications and issue certificates.

**4. EPA Confirmatory Testing:**

EPA currently performs confirmatory testing of selected certification test vehicles (passenger cars and trucks) at our Ann Arbor, Michigan testing laboratory[2]. For ICI passenger cars and trucks, EPA typically performs an FTP (city), highway, 2-hour evaporative test (1998 and older vehicles), 2-day evaporative test (1999 and later vehicles) and a US06 test (2002 and later vehicles provided the OEM vehicle was certified to SFTP standards). For example, for an ICI Mercedes S600 test vehicle originally manufactured in Europe on January 20, 2001, EPA would normally perform a loaded canister FTP (city) test, a highway test, and a 2-day evaporative test. A US06 test would not be performed on this vehicle, because the OEM did not originally certify 2001 model year Mercedes S600 models to meet supplementary FTP (SFTP) emission standards and because SFTP requirements were not applicable to small volume manufacturers until 2002 original production (OP) year.

EPA typically inspects ICI test vehicles to assure satisfactory installation of the emission control system components, including the on-board refueling vapor recovery (ORVR) system. EPA also confirms the satisfactory operation of the OBD-II system as outlined in EPA Guidance Letter CCD-02-23, February 19, 2003.

**5. Preparation of Vehicles to be Tested at EPA:**

Prior to arriving at EPA's Ann Arbor, Michigan test laboratory, test vehicles should be prepared for testing in accordance with EPA guidance letter CCD-02-14, September 23, 2002 as summarized in Enclosure III to this letter. Please be sure to plug muffler weep holes and to equip vehicle tail pipes with a 2.5 inch stainless steel Marmon flange which is permanently welded to the tailpipe. We do not allow silicone boots to be used to secure the Marmon flange to the tailpipe of the vehicle.

As a reminder, small volume manufacturers and ICIs are required to meet enhanced evaporative

[2]Currently, EPA does not perform confirmatory tests on motorcycles.

requirements in the last year of the 1996 to 1999 phase-in. Thus, ICI vehicles originally produced after December 31, 1998 are required to meet enhanced evaporative emission requirements. For these vehicles, EPA confirmatory testing normally includes a preloaded canister FTP (city) test and a 2-day evaporative test.

Currently, EPA confirmatory testing for ICI certification test vehicles includes a preloaded canister FTP (city) test, a highway test, a 2-day evaporative test, and in some cases a US06 test. Please be sure the vehicle is delivered to EPA with easy access to the evaporative canister, and be sure to label the canister load and vent ports. Temporary valves and hoses can be installed on the vehicle to allow the canister to be loaded easily. If this is not possible, provisions should be made for easy removal of the canister from the vehicle. Written canister loading instructions should be placed on the vehicle, e.g. taped to the inside of the rear side window so that they can be easily read from outside the vehicle.

ICIs should ensure that any temporary fuel drain hoses, thermocouple fittings, etc., will not cause the test vehicle to fail the 2-day evaporative test. EPA has experienced several evaporative failures due to leaking fuel tank drain valves, permeation through temporary fuel drain lines, vapor leaking out of the fuel drain valve, and leaks where thermocouple wires were routed through the fuel tank sending unit. We recommend that steel fuel drain lines be used wherever possible, and that they be connected to the fuel supply line (and not routed through the fuel sender unit). We also recommend that a ball valve be installed in the drain line upstream of the quick disconnect fuel drain valve or a cap be installed over the quick disconnect valve. For 1999 and later vehicles, thermocouples should be removed from the fuel tank, since they will not be needed to perform EPA exhaust or 2-day evaporative tests.

**6. Mileage Accumulation on EPA Certification Test Vehicles (passenger cars and light trucks only):**

During EPA's review of ICI certification practices, we discovered that many ICIs were not accumulating miles on their certification test vehicles. As you know, the provisions of 40 CFR 86.1831-01 require ICIs to accumulate 2000 miles on each certification test vehicle after the vehicle has been modified and before performing any emission tests[3], unless the systems are stabilized at a lower mileage. Mileage accumulation is necessary to stabilize the emission control system of the vehicle prior to testing. Technical data indicate that the catalyst and the emission control system components deteriorate substantially for the first several thousand miles of vehicle operation. Thus, vehicles which are tested without first breaking in the catalyst and emission control system will result in uncharacteristically low tailpipe and evaporative emissions.

As discussed in the March 27, 2002 workshop, ICIs are required to follow the mileage

[3]A zero mile test and diagnostic checks may be performed on the vehicle prior to mileage accumulation in order to determine that the vehicle has been modified correctly and is representative of production vehicles.

accumulation procedures contained in the provisions of 40 CFR 86.1831-01 for their certification test vehicles. These are the same procedures followed by original manufacturers (OEMs) and factory authorized importers. The provisions of 40 CFR 86.1831-01(c) reads as follows:

> (c) "The manufacturer shall determine the mileage at which the emission control system and engine combination is stabilized for emission-data testing. The manufacturer shall provide to the Administrator if requested, a record of the analysis used in making this determination. The manufacturer may elect to accumulate 2,000 miles (3,219 kilometers) or more on each test vehicle without making a determination. The manufacturers must accumulate a minimum of 1,000 miles (1608 kilometers) on each emission data vehicle."

The regulations allow for testing vehicles that have accumulated less than 2,000 miles, but a minimum of 1,000 miles, after emission-related components have been installed, provided the test vehicle's emissions control system is stabilized for emissions testing. EPA intends to accept test vehicles with a minimum of 2000 miles accumulated after the installation of emission-related components. However, technical data indicate that test vehicles are not completely stabilized below 2,000 miles. Therefore, for vehicles that have accumulated less than 2000 miles, but in no case less than 1000 miles, after installation of emission-related components, EPA intends to require ICIs to submit an analysis and supporting emissions data that clearly demonstrate that the emission control system and engine combination are stabilized for testing.

Note that the above mileage accumulation provisions apply only to the initial certification test vehicle used to obtain an EPA certificate. They do not apply to subsequent "one-in-three" test vehicles (e.g. the 4th, 7th vehicle, etc.) which are imported into the U.S. under the provisions of 40 CFR 85.1505. As explained in the Importation of Nonconforming Motor Vehicles and Motor Vehicle Engines final rule, zero mile testing requirements[4] apply to subsequent "one-in-three" test vehicles. (52 FR 36146, (September 25, 1987)). Similarly, zero mile testing requirements apply to "modification and test vehicles" which are imported under the provisions of 40 CFR 85.1509. (52 FR at 36148).

**7. Reminder that all 1994 and later ICI passenger cars and light trucks must be equipped with OBD-II systems (including modification and test vehicles and code "Z" vehicles):**

EPA is also concerned that some ICIs may not understand that they are required to install a fully functional on-board diagnostics (OBD) system on all 1994 and later vehicles. Please be advised that all 1994 and later ICI vehicles, including ICI vehicles imported under the provisions of 40 CFR 85.1509 (Modification and Test vehicles) and 40 CFR 85.1505 (Certified vehicles and code

[4] "Zero mile testing" means, in this case, that the ICI is not required to accumulate miles on the vehicle after installing the emission-related components (not that the vehicle itself has zero miles on it).

"Z" vehicles[5]), must be equipped with an OBD-II system[6] which meets the requirements of 40 CFR §§ 86.094-17, 86.1806-01, and all subsequent revisions.

For 1994 and 1995 vehicles, ICIs may request a waiver from certain or all OBD-II monitoring requirements. For 1994 and 1995 model year vehicles, EPA normally requires at a minimum, an OBD system that meets California OBD-I requirements, as outlined in the provisions of Title 13, California Code of Regulations (CCR) Section 1968, available at http://www.arb.ca.gov/regs/title13/1968.pdf.

EPA may grant waivers for OBD systems less than California OBD-I under unusual circumstances as outlined in 40 CFR 86.094-17(i) which provides as follows:

> (i) Upon application by the manufacturer, the Administrator may either waive the requirements of this section for specific components of any class or category of light-duty vehicles or light-duty trucks for model years 1994 or 1995 (or both), or through the 1999 model year, the Administrator may accept an OBD system as compliant even though specific requirements are not fully met. . . . At a minimum, all vehicles covered by this section, including those receiving a waiver as described in this paragraph, shall be equipped with an OBD system meeting either the California OBD I requirements, or some acceptable portion of the California OBD II or federal OBD requirements as specified in this section, except that for the 1994 and 1995 model years EPA may grant a waiver to a system less than OBD I giving consideration to such factors as manufacturer projections of very low sales volume for an engine family (e.g. 5000 or less), scheduled phase-out of significant engine technology with the 1994 or 1995 model years for that engine family, and whether or not the engine, or any similar engine within the manufacturer's product line, has ever been equipped with an OBD I or similar OBD system.

For all 1996 and later vehicles, the required OBD II monitored systems and components include, but are not limited to: 1) catalyst and catalyst heater, 2) oxygen sensor(s) and oxygen sensor heater(s), 3) engine misfire, 4) fuel control system, 5) exhaust gas recirculation (EGR), if equipped, 6) secondary air injection (if equipped), 7) evaporative system vapor leaks of 0.040" or greater in orifice size, 8) evaporative purge flow, and 9) other emission-related powertrain systems and components that can affect emissions or prevent the OBD system from performing its intended function. In addition, the OBD II system must comply with SAE standardized practices to ensure compatibility of the vehicle OBD system with off-board, OBD diagnostic equipment.

For specific OBD requirements, when developing and certifying OBD systems for all 1994 and

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[5]Code Z vehicles are defined on the EPA Initial Entry Form 3520-1 as vehicles "imported by an ICI for the purpose of modifying to be identical to an original equipment manufacturer (OEM) certified version in accordance with written instructions from the OEM that are specific to the vehicle or heavy-duty engine being imported."

[6]An OBD-II system is a second-generation OBD system, which is capable of monitoring and accurately identifying deterioration and/or malfunction of emission-related systems and components that can cause or will result in a failure of the vehicle to comply with regulated emission standards over the useful life of the vehicle.

later model year light-duty vehicles and trucks, ICIs should consult the regulations contained in 40 CFR § 86.094-17, 40 CFR § 86.1806-01, and all subsequent revisions.

**8. Motorcycle Mileage Accumulation and Certification Testing Requirements:**

During our review of ICI motorcycle certification practices over the past year, we discovered that many ICIs are not following the motorcycle mileage accumulation and testing procedures, and more specifically the number of emission tests performed and the mileage requirements for test vehicles, as contained in 40 CFR 86.427-78.

As you know, EPA motorcycle certification requirements, such as emission-data and durability vehicle testing requirements, are combined for motorcycles. Thus, unlike car and truck requirements there are no separate testing requirements for emission data vehicles and for durability vehicles. For example, 40 CFR § 86.427-78 provides as follows:

> "(a)(1) Each test vehicle shall be driven with all emission control systems installed and operating for the following total test distances, or for lesser distances as the Administrator may agree to as meeting the objectives of this procedure. (See 40 CFR 86.419 for class explanation.)
>
> | Displacement class | Total test distance[7] (kilometers) | Minimum test distance (kilometers) | Minimum number of tests |
> |---|---|---|---|
> | I | 6,000 | 2,500 | 4 |
> | II | 9,000 | 2,500 | 4 |
> | III | 15,000 | 3,500 | 4 |
>
> (2) A zero kilometer emission test may be performed prior to the beginning of service accumulation.
>
> (b) All vehicles shall undergo at least four emission tests; one at the minimum test distance, one before and one after periodic maintenance, and one at the total test distance. If no maintenance is scheduled, then at least two tests will be performed, at equal intervals, between the minimum and total test distances. Additional tests may be performed; such tests must be at equal intervals and approved by the Administrator prior to starting service accumulation."

For motorcycles, the test data from four or more emission tests is then projected to the appropriate full useful life mileage (twice the total test distance listed in 40 CFR 86.427-78) and compared to the emission standards. If the projected useful life emissions are at or below the emission standards, EPA can issue a certificate for the engine family. See 40 CFR 86.432-78 and 86.435-78.

Our review of ICI motorcycle certification practices revealed that, contrary to the provisions of

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[7]Small volume manufacturers and ICIs (with annual projected volume of 300 units or less) may request EPA approval to accumulate 5000 miles (8045 kilometers) on the test vehicle, in lieu of the 9000 or 15,000 kilometers normally required on class II or class III motorcycles. A minimum of four tests are still required. This policy is based on the provisions of Section 206(a)(1) of the Clean Air Act.

40 CFR 86.427-78(b), some ICIs were using passenger car assigned deterioration factors (DFs) and performing one test, with approximately 100-200 miles on the motorcycle. In addition, our review revealed that some of these ICI motorcycles were equipped with catalysts, for which low mileage testing is technically inappropriate because catalysts were not stabilized prior to the low mileage emission test and because low mileage catalysts are very efficient.

For motorcycle certificate requests (including new and carryover requests), ICIs are required to conduct a minimum of four emission tests, as required by the provisions of 40 CFR 86.427-78(b), and to submit test data, as required by the provisions of 40 CFR 96.431-78. These test requirements are consistent with the test procedures which have been followed since 1977 by virtually all motorcycle manufacturers, including small volume motorcycle manufacturers. Please be informed that, henceforth EPA intends to review and monitor compliance with these provisions.

## Import Process Guidance

### 9. Obtaining final admission form 3520-8:

ICIs may obtain a copy of final admission form (EPA Form 3520-8) from Fred Hart at EPA's Ann Arbor, Michigan office at telephone number (734) 214-4877, fax number (734) 214-4869, or by e-mailing your request to hart.frederick@epa.gov. ICIs should include a copy of their current EPA certificate with their request.

As you know, ICIs are required to send EPA a properly filled out and signed final admission 3520-8 form for each vehicle entering the U.S. through that ICI. EPA guidance letter CCD-02-04, February 6, 2002, contains an example of a properly filled out final admission form for a passenger car meeting Tier 1 emission standards. Currently, EPA is in the process of revising the mailing addresses contained on the 3520-8 form to reflect personnel and organizational changes within EPA. New forms are expected to be available in the next month. Until the new forms are available, ICIs may continue to use the previous 3520-8 form, (revision 1-02).

Effective immediately, the original properly filled out and signed final admission 3520-8 forms should be delivered to Mr. Fred Hart, in our Ann Arbor office instead of Len Lazarus or Chestine Payton in our Washington D.C. office. For the purposes of 40 CFR 85.1505(c) and 40 CFR 85.1509(i), the date of a certified mail receipt for delivery to Mr. Hart shall be deemed to be the official date of notification to EPA for computing the start of the required 15 working day vehicle hold period. If an ICI telefaxes the form to Mr. Hart, then the date of actual receipt of the telefax by Mr. Hart or his designee shall be deemed to be the official date of notification to EPA. However, EPA approval for final admission will not be granted unless the original signed copy is also received by Mr. Hart or his designee. Note that ICIs who follow the process outlined above are no longer required to send a second copy of each completed final admission 3520-8 form to the EPA fees coordinator in our Ann Arbor, Michigan office.

## 10. Duration of Certificate on Final Admission Form 3520-8:

Several ICIs have asked the following question about the duration of an ICI certificate.

**Question:** EPA certificates expire on December 31 of the calender year. Suppose an ICI initially imports a vehicle into the U. S. in December, 2003 under the provisions of 40 CFR 85.1505 (Final Admission of Certified Vehicles). The vehicle is similar to and covered by a 2003 certificate previously issued to the ICI. The ICI estimates that the modifications to the vehicle will not be completed until February, 2004 and therefore, the final admission Form 3520-8 will not be submitted to EPA until after the 2003 certificate has expired. In this case, is it acceptable to list the 2003 certificate, which is now expired, on the final admission Form 3520-8, or does the ICI need to obtain a 2004 certificate (and list the 2004 certificate and its December 31, 2004 expiration date on Form 3520-8)?

**Answer:** The ICI does not need to obtain a 2004 certificate for "certified" vehicles that are listed on the 2003 certificate. Vehicles initially imported into the U.S. under the provisions of 40 CFR 85.1505 on or before December 31 would be covered by the previously issued certificate (in this case the 2003 certificate). Similarly, vehicles initially imported after December 31, 2003 would not be covered by the 2003 certificate. See 40 CFR 85.1503, and 85.1504.

Please note that after initial importation of a vehicle, the ICI has 180 days to bring the vehicle into compliance with applicable emission requirements and submit a final admission Form 3520-8 to EPA. See 40 CFR 85.1504(b). EPA may grant one 180-day extension of time, as outlined in ICI Advisory 3, dated July 25, 1991, available from your certification team member or from Fred Hart at (734) 214-4877 or hart.frederick@epa.gov. (Email is preferred.)

Please note also that, for "modification and test" vehicles[8] imported under the provisions of 40 CFR 85.1509, the ICI is required to hold any current and valid EPA certificate both at the time of initial import and at the time of submission of the final admission Form 3520-8 to EPA. Ref. 40 CFR 85.1503 and 85.1509. Therefore, if an ICI imported a "modification and test" vehicle in December, 2003 and submitted the final admission Form 3520-8 to EPA in February, 2004, the ICI would need to be in possession of both a 2003 certificate (issued prior to initial admission) and a 2004 certificate (issued prior to final admission).

## 11. Hardship Exemptions

EPA is concerned about the expectations that private owners of vehicles may have prior to or after the importation of their vehicle, particularly regarding the applicable emission requirements and costs associated with bringing the vehicle into compliance with EPA requirements. EPA is also concerned that ICIs may be contributing to these expectations, by referencing EPA's

[8]"Modification and test" vehicles are normally 6 years old or older. ICIs possessing any currently valid certificate may import "modification and test" vehicles. All 'modification and test" vehicles must be emission tested.

hardship exemption requirements. These provisions which can be found at 40 CFR 85.1511(c)(2) states as follows:

> (2) *Hardship exemption.* The Administrator may exempt on a case-by-case basis certain motor vehicles from Federal emission requirements to accommodate unforeseen cases of extreme hardship or extraordinary circumstances. Some examples are as follows:
>
> (i) Handicapped individuals who need a special vehicle unavailable in a certified configuration;
>
> (ii) Individuals who purchase a vehicle in a foreign country where resale is prohibited upon the departure of such an individual;
>
> (iii) Individuals emigrating from a foreign country to the U.S. in circumstances of severe hardship. (emphasis added)

EPA's intent was to grant such exemptions only for extraordinary circumstances. We also expected that very few vehicles would qualify and thus, that there would be no significant impact on emissions resulting from granting these exemptions. Moreover, EPA required approval of such exemptions prior to permitting the final admission of these vehicles into the United States. Thus, at this time, EPA does not believe that any vehicle in the possession of an ICI would qualify for a hardship exemption. Financial hardship is only taken into account in combination with other considerations such as the examples provided in the regulation. Thus, EPA does not consider the following types of circumstances to be unforeseen cases of extreme hardship or extreme circumstances:

- the importer did not know the vehicle needed to be converted to comply with U.S. requirements; or
- the importer could not afford the cost of converting a non-U.S. version to meet the U.S. requirements, even if such costs exceed the value of the vehicle; or
- an ICI is not able to convert the vehicle to meet U.S. standards at reasonable cost, or at any costs, etc.

Consistent with our expressed intentions in the regulations, EPA strongly recommends that the owners or importers first seek and receive EPA approval for this type of exemption prior to shipment to the U.S. because disapproval of the exemption request may result in denial of entry into the U.S. or failure of final acceptance into the U.S.

# Enclosure II: ICI Certificate Request---w/Info Supplied by the ICI

**(based on the ICI 18 Step Process)**

**Model Year of Certificate_____ Test Group/Engine Family _____**
**ICI_____ Evaporative Family(s) _____**
**_____**

**Models covered:** _____

**Original production year (OP year) _____ Test Vehicle VIN_____**
**☐ EPA only: Verified build date of test vehicle with OEM; built on_____**
**☐ EPA only: Verified build date of other vehicles listed on fee form with OEM**

**Comments:** _____
_____
_____
_____

1. Send letter to EPA describing your company's plans; request an initial ICI package, etc.
   **New ICI-----Is this the first Certificate issued to your company? ☐ Yes; ☐ No.**

2. Send a letter to EPA containing answers to the 14 questions, etc. EPA assigns mfr code.
   **Date you last submitted answers to 14 questions (required each year).**_____

3. If necessary, request OEM application from EPA (through FOIA process) etc.

4. Begin preparing a Part 1 application for certification.
   **☐ Application follows CAP 2000 format (ref. VPCD 99-06, April 22, 1999)**
   **☐ Application contains Summary Sheet similar to CCD-02-04.**

5. Locate a test laboratory, etc; ref. www.epa.gov/otaq/consumer/lablist.pdf .
   **Laboratory where tests were performed:** _____

6. Submit fee waiver letter & fee filing form for approval, ref. www.epa.gov/otaq/fee.htm.
   **☐ Fee Waiver approved by EPA; w/copy of fee correspondence in the certificate package. (Do not send a copy of the check.) Fee Amount Paid**_____

7. Submit ORVR information to EPA and NHTSA per EPA guidance letters VPCD-98-15, December 21, 1998 and CCD-00-10, August 3, 2000. ORVR is required for:
   2000 & later OP year passenger cars;
   2001 & later OP year LLDTs (0-6000 lb GVWR); and
   2004 & later OP year HLDTs (6001-8500 lb GVWR).
   **☐ ORVR safety information included in application. Date approved by EPA**_____

8. Include description of OBD II system in application, etc.
   **☐ OBD-II installed (1994 & later OP year)**
   **☐ OBD-I installed in lieu of OBD II (possible for 1994 & 1995 OP year)**
   **☐ Not equipped; (possible for pre-1996 OP year) Date approved by EPA**_____

9. Testing: Perform all required certification emission tests and submit a test request sheet to EPA, reference CCD-00-02, March 27, 2000. If vehicle was selected for confirmatory testing, must provide vehicle to EPA's Ann Arbor, Michigan laboratory.

9. Testing (continued):

☐ **Prior to ICI testing, ICI accumulated at least 2000 miles on certification test vehicle (after installing emission-related parts); miles accumulated _____**

☐ **Test Waiver submitted to EPA** ☐ **Tested at EPA** ☐ **Waived**

☐ **Number of vehicles tested at EPA for this ICI for the past calendar year_____**

☐ **Number of vehicles waived for this ICI for the past calendar year_____**

**If tested at EPA:**

☐ **Passed FTP stds;** ☐ **Passed 2-day evap;** ☐ **Passed US06;**

☐ **Inspected ORVR system** ☐ **Not equipped with ORVR.**

☐ **Inspected OBD-II system operation** ☐ **Not equipped with OBD-II**

10. **Application for certification:** Submit the completed Part 1 Application to EPA, preferably on CD. This should contain detailed description of the emission-related components, etc.

**Option A: Identical to U.S. certified OEM vehicle (for ☐ Evap and/or ☐ Exhaust components):**

☐ **Exhaust emission-related components/OBD-II components for vehicles in this test group are identical to U.S. certified vehicles in OEM Test Group_____**

☐ **Evaporative-related components for vehicles in this evaporative/refueling family are identical to U.S. certified vehicles in OEM Evap/Refueling family_____**

☐ **Application contains reduced testing compliance statements (ref. CCD-02-04).**

☐ **Application contains parts list for emission-related parts <u>actually installed by ICI</u>**

☐ **ICI installed new catalysts identical to OEM's U.S. certified catalysts; or**

☐ **ICI retained non-U.S. catalysts (Requires prior EPA approval, proof that U.S. & non-U.S. catalysts are identical, ICI's method of evaluating performance of used non-U.S. catalysts)**

☐ **EPA only: Receipts provided for OEM catalyst & emission-related parts**

☐ **EPA only: Verified that ICI part numbers match OEM's part numbers**

☐ **Option B: Not Identical to U.S. certified OEM vehicle (for ☐ Evap and/or ☐ Exhaust components):**

**ICI tests performed: ☐ FTP, ☐ Hwy, ☐ Cold CO, ☐ 2-day evap, ☐ 3-day evap, ☐ ORVR, ☐ US06 & SC03 (required on 2002 & later OP year cars & LLDTs; 2004 & later HLDTs)**

**Emission Standards:**

☐ **Tier 0 standards, etc. listed in the Table in 40 CFR 85.1515**

☐ **Tier 1 (normally 1996-2003 OP year for cars & LLDTs; 1997-2003 for HLDTs)**

☐ **Interim non-Tier 2 Bin ____ (2004-06 OP year cars & LLDTs; Bin 1-10 possible)**

☐ **Any Bin ____ (2004-06 OP year HLDT/MDPVs; except Bin 11 is for MDPVs, only)**

☐ **Test vehicle passed all applicable emission standards**

☐ **Small Volume Hardship Provisions approved (1 year grace period); ref 86.1811-04(q)**

11. Obtain an EPA Certificate of Conformity.
12. Build/modify vehicles. Affix underhood labels & window stickers. For certified vehicles entering U.S. under 85.1505, test every 3rd vehicle (up to 300), etc. For mod/test vehicles entering under 85.1509, test every vehicle. [Note: 2000 miles not required.]
13. Submit Final Entry Form to EPA for 15 day holding period. Pay add'l fees if necessary.
14. Supply customer with 40 CFR 85.1510 information (owner's manuals, warranty, guzzler forms, etc).
15. Submit final Part 1/Part 2 application to EPA, preferably on CD, per 40 CFR 86.1844-01.
16. Submit defect reports, voluntary emission-related recall reports, ref. 40 CFR 85.1901-1904.
17. Pay the gas guzzler tax to the IRS, for vehicles owned or offered for resale by the ICI.
18. Submit CAFE report to EPA, as required by 40 CFR 85.1510 (f) & 40 CFR 600.501-512.

**I certify that to the best of my knowledge the above statements are true:**

**ICI Signature :** _____ **Date:** _____

**EPA: Certificate Reviewed by :**_____ **Date:** _____

# Enclosure III - Preparing Vehicles for Testing at EPA

Light-duty vehicles, light-duty trucks and medium-duty vehicles tested for certification and/or fuel economy compliance for the Federal Test Procedures. For more details, See Advisory Letter 23C

____ Prior to the vehicle arriving at NVFEL the appropriate shift schedule (FTP, HWFET, US06, etc.) must be entered into the Video Drivers Aid System database.

____ Test vehicles delivered and received by EPA no later than two days prior to the scheduled testing and no more than four days prior to scheduled testing.

____ Gaseous-fueled vehicles must be delivered with a sample of the same fuel used to fill the tank.

____ The vehicle information and test number(s) assigned in advance of vehicle inspection.

____ Provide two sets of keys, with vehicle make, identification number, and model, with key identification tag to no larger than 1 inch by 2 inches.

____ Testing data to be read from outside the vehicle. Must include the following information:

- ____ Manufacturer vehicle identification number
- ____ Location of fuel tank drainage valve
- ____ Location of the fuel tank shutoff valve for gaseous fueled vehicles
- ____ Location of fuel filler door release
- ____ Canister loading information including load port and vent location
- ____ Number of fans, location relative to vehicle and position of each fan (up or down)
- ____ Special operating instructions, starting procedures, identification of the dynamometer drive wheels, and traction control operation.

The following must be installed on each vehicle:

____ A separate drain line from the lowest point in the fuel tank(s) with a positive shut-off valve with either a 3/8 inch outside-diameter rigid tube or a quick Aeroquip Part No. 5602-8-105.

____ **1999 and newer vehicles, do not install thermocouples.** For pre-1999 vehicles, install duplicate type J iron-constantan, 0-500°F thermocouples as near as possible to the volumetric center of the fuel when the tank contains 40 percent of its nominal fuel tank capacity.

____ **1999 and newer vehicles, do not provide a fuel tank heating system.** Pre-1999, provide a fuel tank heating system, unless scheduled for an enhanced evaporative (loaded canister) test.

____ **1999 and newer vehicles,** the evaporative emission canister must be accessible and the load and vent ports must be labeled. If not accessible, external labeled access lines must be available.

____ The tailpipes must be equipped with a 2.5 inch stainless steel Marmon flange (Aeroquip/Servicemaster Part No. MFF61196-250S, or equivalent).

____ Flanges must be permanently welded to preclude leaks. The face of the flanges must project 3/8 inch beyond the end of the tailpipe(s). Flanges must extend far enough beyond the body of the vehicles to ensure adequate accessibility. Dual exhausts need 3 inches (min) between flanges.

____ Front-wheel-drive vehicles must have two 2.5 inch inside diameter hold-down eyelets.

____ Rear-wheel-drive vehicles that do not have bumpers adequate for restraining require one hold-down eyelet.